6 Submit the Trip Request

Select **Submit Report** to route the expense report to the Approver. You'll receive payment from the U.S. Treasury within 72 hours of approval. Unless you've made alternate arrangements, that payment goes to same bank account that receives your paycheck.

Note: You should only submit accurate expense reports, but you can create additional expense reports against the same trip request to add items you forgot to claim. If you claimed too much and received an overpayment, you are in debt and must repay that debt. Follow your local or Component policy to do so.

7 Create a Local Travel Expense Report

Note: Sections 7-8 primarily focus on the differences between the local travel expense report process and the and the TDY travel process.

When claiming payments and reimbursements for official local travel, you don't create a trip request. Instead, you only create an expense report. Here's how:

1. Log into MyTravel.
2. Near the top of the home screen, select **Start a Report**.
3. On the **Create New Report** screen, select **Local Travel Policy** from the **Policy** field drop-down menu. The screen refreshes to display the local travel expense report layout. Complete the following fields:
   a. **Report Name:** Enter a name of your choice.
   b. **Trip Purpose:** Select the option your local or Component policy requires.
   c. **Redirect Funds to GTCC Account:** Enter a dollar amount to fully pay your GTCC account.
   d. **Comment:** Optional. Use as needed.
   e. **Claim Travel Allowance: No** is the default selection. Do not change it.

   Note: You cannot claim M&IE on a local travel expense report. If you meet a JTR exception that allows you to claim M&IE, follow the TDY process instead.
4. Select **Next**. The **Expenses** screen opens.

8 Complete and Submit the Expense Report

From this point forward, the expense report works generally the same way a TDY expense report works. In brief:

1. Use the buttons and links to view different screens, print or email the document, work with receipts and other attachments, and work with expenses.
2. View individual expenses and their key details on the **Expenses** screen.
3. View full expense details, receipts, and more by selecting an individual expense, then **Edit**.

See Sections 2-6 for more detail about those processes. The key differences are:

1. The **Expenses** screen initially displays no expenses. Add them using **Add Expense** as seen in Section 4.
2. There are no LOAs, so you must add them and allocate your expenses. To do that, check at least one box by an expense, then select **Allocate** to open the **Allocate** screen, where you add LOAs before you **Save**.
   a. If you added multiple LOAs, allocate by **Percent** or **Amount** by selecting the applicable button on the **Allocate** screen, then entering the percent or amount next to each LOA before you **Save**.
   b. Allocate by **Date** or **Expense Type** by checking the box by every expense to be charged to one LOA on the **Expenses** screen, then selecting **Allocate.** On the **Allocate** screen select that LOA and **Save**. Repeat until you've allocated all expenses.
3. You can only submit an expense report for approval on or after the last day you entered any expense.

   Example 1: Today is May 7. You entered an expense you will incur on May 9. You can submit on or after May 9.

   Example 2: You created the expense report on May 1. You perform official travel on May 7, 12, and 24, and enter expenses as you incur them. You can submit on or after May 24.
4. All expenses must be incurred in the same fiscal year.

   Note: See the Section 6 **Note** for comments about payments.

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TRI-FOLD

MyTravel

Create an Expense Report: Traveler Instructions

A MyTravel expense report is claim for reimbursement of expenses you incurred and payment for allowances you earned during official travel. MyTravel supports both post-TDY expense reports and expense reports that support official travel in the local area. This tri-fold explains both processes.

1 MyTravel Expense Report Types

To receive payment for any official travel expenses or reimbursement for earned travel allowances, you must submit an expense report.

1. After a TDY, always follow the process in Sections 2-6. Deviating from that process may cause your document to fail, and you'll have to re-create it from scratch. For more information on that process, see the [MyTravel Quick Start Guide for Travelers]().
2. To create an expense report to support official travel in the local area, see Sections 7-8. For more information on that process, see the MyTravel Supplement on [Local Travel Expense Reports]().

   Note: Always follow your local or Component policy if it provides different guidance than you see in this tri-fold.

2 Create a TDY Expense Report

Log onto MyTravel. From the home screen, open the trip request you created before travel. It opens on the **Expected Expenses** screen.

Note: If the trip request you need is not on the **Open Requests** list, it's likely closed. Contact a Request Administrator to re-open it for you.

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Select **Create Expense Report**. The new expense report opens on the **Expenses** screen, linked to the trip request and reflecting its itinerary, travel allowances, LOAs, and estimated expenses. It also shows the following items if they are available and match your trip dates:

1. GTCC transactions Citi imported.
2. E-receipts vendors provided.
3. Receipts you emailed from verified email addresses.

Your primary consideration is to update the expense report to ensure it represents a legal, proper, and correct request for payment before you submit it for approval. You'll start doing that on the **Expenses** screen.

3 Update the Expense Report

Most expense report screen functions are self-explanatory or function as they do when creating or updating a trip request. Exceptions are:

1. **Navigation links:** Most perform the same function but use the word "report" instead of "request" in their names. Items unique to expense reports are:
   a. **Report Details > Report Header:** Use a **Redirect Funds to GTCC Account** field to adjust your split disbursement to fully pay off your GTCC charges.
   b. **Report Details > Report Totals:** Show the total claim amounts by category – e.g., due to Traveler, pay GTCC.
   c. **Report Details > Manage Requests:** Change the request linked to the expense report. Only do this if the help desk advises you to do so.
   d. **Manage Receipts > Missing Receipt Declaration:** Create a missing receipt form if you lost an irreplaceable receipt.
   e. **Travel Allowance > Reimbursable Allowances Summary:** See specific details about your per diem allowances.
2. The **Combine Expenses** button. MyTravel merges expense estimates, GTCC transactions, and e-receipts, when possible. Use this button to combine entries the system couldn't merge to avoid overpayments.

   Example: MyTravel shows both a $50 parking expense and its $50 GTCC payment – $100 in total. Combine them to prevent a $50 overpayment.
3. The **Amount** and **Requested** columns show the same amount unless you paid in a foreign currency or if the JTR or Approver partially denied your claim (say, if the hotel bill includes a non-reimbursable expense).

4 Update Your Expenses

You must ensure your expenses are correct. This section explains how you do so, starting on the **Expenses** screen.

Update Inaccurate Expenses

Edit an expense by checking the box next to it, then selecting **Edit**. You must correct any missing or incorrect info on the **Edit Expense** screen and **Save** the result. You can also add a receipt if needed.

Remove Unnecessary Expenses

If you estimated an expense that you did not incur, check the box next to the expense and select **Delete** to remove it.

Add Missing Expenses

If you incurred an expense that wasn't on your trip request, select **Add Expense**. The **Add Expense** screen has tabs to import and create expense items.

- To import expenses, GTCC transactions, and receipts, on the **Available Expenses** tab, select applicable items, then select **Add to Report**.
- To create new expense items:
  - On the **Create New Expense** tab, use the drop-down menu to select the expense type. The **New Expense** screen has two tabs:
    - Enter basic expense details on the **Details** tab.
    - Enter all individual expenses that appear on an itemized receipt on the **Itemizations** tab.

      Note: "Itemized" means different expense types appear on a single receipt, as with lodging receipts.
- If you need to manually itemize a receipt, select the expense type on the **Itemizations** tab, then:
  - If a daily expense cost the same amount every day, select **The Same Every Night**, enter the daily cost once, and **Save**.
  - If a daily expense did not cost the same amount every day, select **Not the Same**, enter the cost for each day, and **Save**.

  - If an expense was not charged every day, select **Single Itemization**, select the expense type, enter the key data (e.g., cost, date), and **Save**.
  - Continue entering expenses until the **Left to Itemize** total is $0.00 and all itemizations match the receipt.

    Note 1: In foreign OCONUS areas, check **Combine room rate and taxes into a single entry** before saving.

    Note 2: When claiming **Actual M and IE Expenses** or **Actual Lodging Expenses**, the **Itemizations** tab works differently. See the MyTravel Quick Start Guide for Travelers for more information.

5 Expenses Screen Icons

The expense report uses a number of icons:

- is a hard stop that stops you from submitting the document for approval. There are two types:
  - Some appear immediately when you take certain actions. They disappear as soon as you fix the error.
  - Some appear if an audit failure occurs at submission. If you fix it, the icon remains until you re-submit for approval.
- is a warning that provides advice about certain situations or reminds you to take some action, such as verifying that you used the correct fiscal year LOAs. MyTravel allows you to submit with warnings. The Approver will also see them, so they can verify that you've adequately addressed them.
- = Missing mandatory receipt and attached receipt icons. (You could see them on trip requests, but it's unlikely.)

Note 1: Receipts are mandatory for all lodging expenses and any expense of $75.00 or more.

Note 2: A missing mandatory receipt doesn't display as an exception, but it is a hard stop.

- = The expense contains a comment.